



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	37H	Youth Case Management Services	12/2/2008
Subchapter:	2	Program Operation	
Section	7	Progress notes (N.J.A.C. 10:37H-2.7)	

§10:37H-2.7 Progress notes

(a) Progress notes shall reflect the youth's course of treatment, as well as progress toward discharge, as follows:

1. A summary of services shall be documented for each face-to-face contact;
2. Progress notes shall make reference to the service plan and reflect youth's status, interventions provided, youth's response to interventions, and change in service provision;
3. Progress notes shall reflect any significant event that impacts on the youth's status or service provision;
4. Progress notes shall reflect collateral contacts and communication with persons other than the youth which impact on the youth's status or service provision; and
5. Progress notes shall be properly authenticated with a signature, title and date at the end of each entry.

(b) Progress notes shall be maintained in the clinical record.